

TOWN OF LEBANON

ACTIVE RECREATION NEEDS ANALYSIS



October 27, 2008
(amended 11/24/08)

Lebanon Recreation Commission

This report has been prepared in an effort to plan for adequate active recreational facilities for the residents of Lebanon for the foreseeable future.

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Lebanon Recreation Commission

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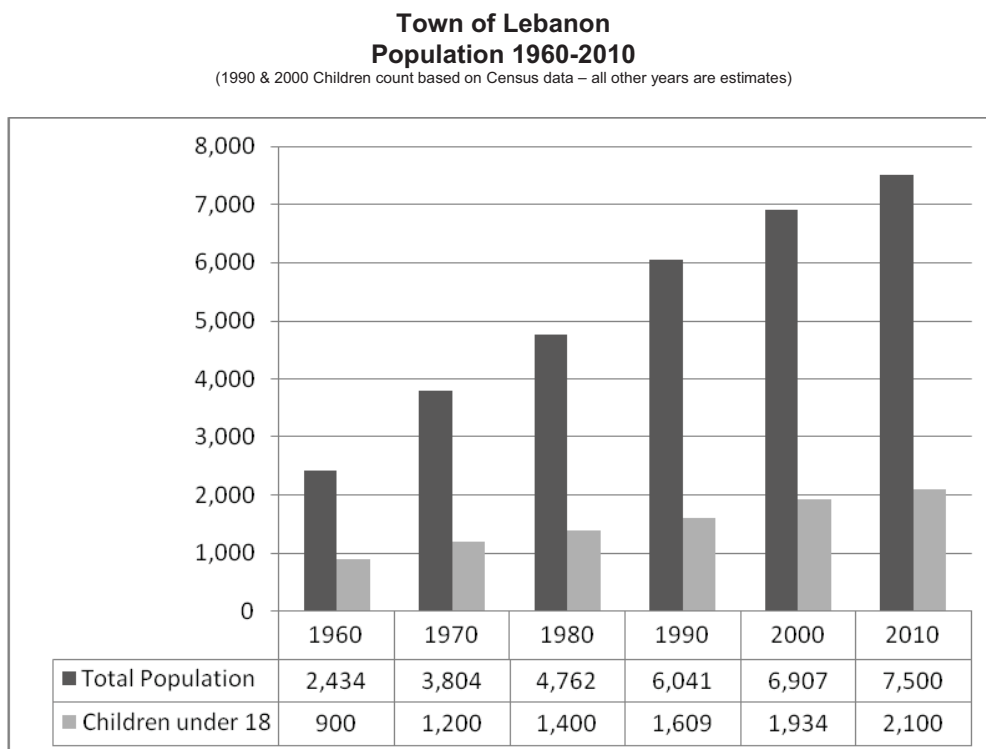
Sandy Tremblay, Recreation Coordinator

I. INVENTORY

Population Characteristics

The Town of Lebanon contains approximately 7,400 year-round residents and an additional 1,000 seasonal residents. Between 1990 and 2000 Lebanon's population grew by 14.3% or 866 persons. Between 2000 and 2010 the population is expected to increase approximately 10.0% or 693 persons. The majority of new residents will be children and their parents.

The 2000 *Plan of Conservation and Development* notes that with the exception of Hebron, Lebanon has the highest percentage of children under the age of 18 of the seven (7) adjoining towns. Today there are approximately 2,000 children under the age of 18 in Lebanon. This represents approximately 28.0% of the total population -- a percentage which has been fairly consistent since the 1980s.



It is difficult to predict population growth beyond 5 or 10 years. Current state and local trends suggest that Lebanon's rate of population growth has slowed compared to previous decades. This may be caused by an aging population where residents are able to stay in their homes longer, a declining number of children per household, and a reduction in new home construction based on fewer jobs created and less developable land.

Recreation Facilities

Lebanon currently has three (3) town-owned locations where active recreational facilities exist. These include Aspinall Recreation Complex adjacent to Lebanon Elementary School; the Middle and High School Sports Complex; and, the Community Center/Town Pool. All are located on Exeter Road, in a central location within 2 miles of each other. In addition, Lebanon Junior Soccer Club has use of a soccer field owned by the Lions Club on Mack Road.

❖ Aspinall Recreation Complex

Facilities: 3 Ball Fields (2 little league and 1 adult/official size), 2 Tennis Courts

The Town acquired the 51-acre Aspinall property in 1977 and developed it for recreation in the early 1980s. The property is managed by the Recreation Commission and is the major non-school recreational facility in town. In addition to 3 ball fields and 2 tennis courts, the site contains the 30' x 40' Ed Lazur Memorial Pavilion and an adjacent building designed for bathroom, concession and storage. The septic system and bathroom/concession/storage portion of the building is unfinished. An estimate of \$30,000 is necessary to complete the Pavilion construction. A plan to renovate the three (3) fields and establish basketball courts where former tennis courts now exist has been prepared by the Recreation Commission (see Appendix A). It is estimated that \$493,383 is needed to implement the plan.

❖ School Gymnasiums and Middle/High School Sports Complex

Facilities: 3 Adult Ball Fields, 2 Soccer Fields, 4 Tennis Courts, Track

The elementary, middle and high school gymnasiums and the middle/high school sports complex are managed by the Board of Education. During the sports season, fields are highly utilized leaving little play time for other organizations, creating conflicts in the late afternoon/early evening with school athletic events. Likewise, the 3 (elementary, middle, high) school gymnasiums are used during the sports season for organized school sport programs. School programs take precedent over the use of these properties by the Recreation Commission.

❖ Community Center (Town) Pool

The 23' x 49' Town Pool was constructed in 1968 along with the adjoining Community Center. The land and funding for construction were gifted by Hugh Trumbull Adams. The pool is managed by the Recreation Commission which runs swimming programs in the summer. Staffing includes 3 part-time lifeguards, 1 water-safety instructor and the Aquatic Director. Parking is shared with the Community Center and is limited.

Lebanon has additional town-owned properties where the construction of active recreation facilities is contemplated. These include Tyler Field on Bascom Road and the West Town Street property.

❖ Tyler Field

Planned Recreation Facilities: 3 Ball Fields (1 baseball, 1 softball, 1 mixed use) & Walking Trails

The 27-acre Tyler Field property was acquired by the Town in 1987 as part of the development of the Bascom Road Subdivision. A detailed recreation plan and analysis was prepared and approved by the Town in 2006 showing 3 (youth) ball fields, passive walking trails, concession stand and bathrooms, and access road with parking for 74 cars (see Appendix B). It is estimated that between \$400,000-600,000 is needed to implement the plan depending on the amount of in-kind services rendered. In 2006/07 Lebanon CT Little League applied for and was denied funding in the amount of \$100,000 from the Major League Baseball Players Association. In addition, the Town applied for and was denied \$200,000 in special appropriations from the legislature in FY 2007/08. Little League has committed \$40,000 to be used toward the construction of Tyler Field.

❖ West Town Street Property

Acquired in 2006, this 24-acre property contains Lebanon's newly constructed 6,435 SF Senior Center with parking for 78 cars. The property contains a deed restriction permitting only senior housing, a senior center, and/or youth recreation on this site. A plan identifying three (3) junior soccer fields, including one (1) full-size field, has been prepared and adopted by the Commission (see Appendix C), with an estimated construction cost of \$559,000 to implement.

Recreational Organizations

There are several organizations that work to provide Lebanon residents with active-recreational opportunities.

- ✓ Town of Lebanon Recreation Commission. Established by ordinance in 1961 and again in 1975 (see Appendix D) the Recreation Commission is responsible for developing and administering public recreational programs and adopting rules and regulations for each. The Commission is made up of nine (9) members appointed by the Board of Selectmen and is governed by By-Laws (see Appendix E). The adopted "mission" and "goal" of the Recreation Commission are as follows:

MISSION: Provide a comprehensive array of high quality athletic and recreational programs for residents of town on a year-round basis, without bias to race, income, age, sex or ability.

GOAL: Seek to provide adequate land to meet active recreation needs, while ensuring that existing active recreation areas are properly managed for maximum use.

The Commission employs a part-time (19 hour per week) Recreation Coordinator who is responsible for implementing its goals and policies, including organizing programs and registration, maintaining athletic facilities, and managing part-time staff. The Recreation Department is located in a cubical in Town Hall and has limited office and storage space.

The Recreation Commission ran twelve (12) programs during FY 2007/08. It is estimated that over 500 individual residents participated in these programs, most of whom were children ages 5 to 14. It is estimated that an additional 200 individuals are serviced by Little/Senior League Baseball and Junior Soccer, which provides services to 500+/- users.

**RECREATION COMMISSION PROGRAMS
FY 2007/08**

<u>Program</u>	<u>Program Location</u>	<u>Est. Participants</u>
Swimming	Lebanon Community Center	100
Dog Obedience Class	Aspinall Recreation Complex	16
Karate Classes	Hidden Dragon School (Franklin)	40
Recurve Bow Lessons	Center Sports (Columbia)	8
Yoga	Lebanon Middle School	30
Basketball	Lebanon Elementary & Middle Schools	160
Easter-Egg Hunt	Lyman Memorial High School	200
Halloween Party	Fire Safety Complex	200
Fitness Classes	Lebanon Middle School	12
Teen Dances	Fire Safety Complex	100
Chili Festival	Lebanon Lions Fairgrounds	100
Band Concert	Town Green	100
Total Participants		1,066

- ✓ Lebanon CT Little League (LCLL). Established in 2001, LCLL has held its own governing charter under Little League International whereby a constitution and adopted bylaws guide the programs. An eight (8) member Board of Directors is elected annually and oversees the little league program which serves approximately 300 young athletes ages 5 to 12. LCLL prepares an annual operational budget of \$20,000+/- (FY 2008/09) and fee schedule, appoints auxiliary members and coaches, schedules games and practices, and provides scholarships for those in need of assistance.

LCLL games and practices are held primarily at Aspinall Field, where LCLL provides in-kind field maintenance. Programmatic funding is provided by little league participants. The Recreation Coordinator works in conjunction with LCLL attending monthly meetings, disseminating information, coordinating umpires and scheduling field maintenance.

- ✓ Lebanon Junior Soccer Club (LJSC). Established in 1984, LJSC serves approximately 200 children ages 5 to 14. In the fall, practices and games are held at Aspinall Field and the Lions Club property on Mack Road. In the spring, practices and games are held in the Elementary School gymnasium. LJSC administers all registration, uniforms and equipment, with funding provided by participants.
- ✓ Tyler Field Building Committee. Established in 2006 by the Board of Selectmen, Tyler Field Building Committee consists of seven (7) members who are charged with overseeing the construction of 3 ball fields and a playground at Tyler Field on Bascom Road.
- ✓ Lebanon Board of Education. The Board of Education maintains the school gymnasiums and Middle/High School sports fields where it runs a comprehensive sports program for its students, including cross-country track, tennis, baseball, soccer, softball, etc.

II. ANALYSIS

An increase in child obesity is cited by the American Heart Association, American Diabetes Association and State of Connecticut as a threat to today's and tomorrow's children. Because Lebanon's population base is fragmented throughout town without densely populated neighborhoods, neighborhood parks or sidewalks, children have few opportunities for exercise and socialization outside of an organized recreational setting.

When Lebanon's first Recreation Commission was established in 1961 the Town had approximately 1,000 children and few recreation programs outside of its public schools. Today the number of children has doubled and the recreational needs and expectations of children and their parents have grown.

No longer do the majority of Lebanon's children work on the farm or gain sufficient exercise in the fields or woods behind their home. Today's children (and their parents) demand organized sports programs and an ever growing variety of recreational activities. This is especially true with new residents who more often than not move to Lebanon from more densely populated communities where greater recreational services and facilities are offered.

The current FY 2008/09 Recreation Commission budget of \$30,000 represents an increase of 1.7% or \$500 over FY 1996/97, the year in which the current Recreation Coordinator was hired. In comparison, school and general-town budgets have increased 66.1% and 62.8% respectively over this same period. Assuming level spending on recreation since 1996, the Recreation Commission budget would be approximately \$50,000 today based on the increase in consumer price index over the past 12 years. Attempts to increase recreation funding, including for capital improvements, have been made annually by the Recreation Commission to no avail.

Nevertheless, since 1996 the Recreation Commission has created additional programming with most additional program funds coming from user fees and through volunteerism. For example in FY 2007/08 the Commission received \$30,000 from the annual budget and spent \$85,633 in services, receiving \$31,404 in program receipts. This left a \$24,230 deficit, which was made up by reserves from previous year receipts, e.g., revolving account. However, for the current FY 2008/09 it is anticipated that all reserves will be exhausted.

Consequently, the continuation or expansion of recreation programs have been hampered by a lack of funding which has led to deteriorating field conditions, the elimination of programs, and a void in new recreational facilities to meet resident needs. (For example, last year the adult co-ed volleyball and basketball programs were eliminated due to a lack of recreation space.) The Commission anticipates that in the coming year(s) children may be turned away from recreation programs such as afternoon free swim, basketball and Little League due to funding and/or recreation space needs issues. The Commission may also have to eliminate the Halloween Party and Easter-Egg Hunt due to a lack of funding.

Lastly, the Recreation Department is in need of private office and storage space. It's cubical located in a corner of the downstairs Town Hall conference room provides inadequate area and storage space. In addition, the office is in an open unsecure space, where staff, and residents who register for recreation programs with their children present, have no privacy.

In the summer of 2008, the Recreation Commission and a representative from Lebanon CT Little League and Tyler Field Building Committee participated in a visioning exercise aimed to articulate the Commission's strengths, weaknesses, opportunities and threats. The results are as follows.

STRENGTHS

- Commission resourcefulness given limited funding and facilities.
- Number and variety of recreational programs given limited funding and facilities.
- Participation of community volunteers.
- Staff.

WEAKNESSES

- Limited recreation facilities.
 - lack of dedicated gymnasium/space for programs
 - limited # of ball and soccer fields causes limited game playtime or shortened games
 - lack of ability to rotate fields
 - lack of adequate recreation storage
 - forced to hold many programs out of town
 - condition of facilities projects poor community image
 - no outdoor basketball courts
- Limited funding for recreational programs, facilities and staff.
- Inadequate maintenance of Aspinall and School Playing Fields, threatening game forfeits.
- Limited Recreation Programs to serve all age groups.
- Dwindling volunteerism due to some volunteer duties, i.e., maintenance responsibilities.
- Competing resources (gyms, fields)

OPPORTUNITIES

- Completion or renovation of recreation facilities.
 - Shower at Town Pool required by Health Code.
 - Completion of pavilion (septic system, water, bathrooms, concession).
 - Aspinall tennis courts and fields.
- Secure portion of abutting Williams's property for future Aspinall expansion.
- Use of West Town Street property for recreation.
- Coordination between Board of Education and Public Works for proper field maintenance.
- Equal opportunity for programs among genders.
- Increase staffing, i.e., full-time Recreation Coordinator.
- Additional programs to combat obesity epidemic.
- Youth Center.

THREATS

- Board of Finance support.
- Competition with school facilities.
 - Gymnasium space.
 - Lack of field maintenance.
- Field upkeep (overuse of fields)
 - Liability to Town.
 - Liability to programs.
- Lack of proactive recreation planning.
 - Securing Keefe (Jasper's) property for parking and/or fields.
 - Use of Aspinall house.
 - Recreation Office.
 - Recreation storage.
- Soccer vs. LCLL needs (forced to use same fields).
- Recreation vs. school programming (i.e., basketball, yoga, fitness classes, softball).

III. RECOMMENDATIONS

The Town of Lebanon's 2000 Plan of Conservation and Development recreation objective is to:

"Seek to provide adequate land to meet active recreation needs, while ensuring that existing active recreation areas are properly managed for maximum use." (pg. 53)

The Town has fulfilled half of its stated active-recreation objective. Whereas, sufficient land has been secured for future active-recreation needs (Tyler Field and West Town Street), funding to develop these sites has not yet been earmarked. Likewise, funding for staff and the upkeep of existing sites is needed to assure proper management and maximum use. The following recommendations are detailed in the Recreation Commission's 5-year Implementation Plan provided on the following page.

1. Recreation Commission Funding. It is recommended that the Recreation Commission annual operating budget be increased to reflect current maintenance needs at Aspinall (field aeration, rolling, overseeding) and to fund Town Pool lifeguard staff. In addition, it is recommended that the Town provide proper maintenance at all of its recreation sites through the use of a dedicated qualified employee. Upon completion of Tyler Field (see below) it is recommended that the annual Recreation Commission operating budget be further increased to reflect the maintenance requirements at Tyler Field and funding for a full-time Recreation Coordinator.
2. Tyler Field Construction. Tyler Field has been in the works for over 20 years and is currently stalled because of a lack of funding. In order to provide additional needed ball fields in a timely fashion, it is recommended that the Town set aside matching funds, seek a State grant, and partner with Little League to assure field construction within 2 years. In addition, once Tyler Field is operational, Aspinall can be temporarily closed and renovated (see below).
3. Aspinall Recreation Complex. Aspinall is in need of immediate attention. In addition to non-functioning tennis courts and a pavilion in need of completion, poor drainage, overuse, lack of maintenance and the design of fields have created unsafe playing conditions. There are basic maintenance tasks which need to be completed on an annual basis that have not been funded or implemented. For this reason it is recommended that the Recreation Commission operating budget be increased to facilitate ongoing Aspinall field maintenance and that capital funding be set aside to complete construction of the pavilion (septic, electric, plumbing). Lastly, renovation of the Aspinall complex will take a full playing season to complete. This will necessitate the construction of new playing fields at Tyler Field (or elsewhere) or the closing of all outdoor town recreation programs as well as little league and soccer during this period. Such closure would not be looked upon favorably by the public.
4. West Town Street. With the Senior Center opening the site has a new access drive with ample parking, and substantial remaining open land suitable for active recreation use. The Recreation Commission recommends implementation of its plan to construct three (3) soccer fields at this site as there are no dedicated soccer fields provided by the Commission for town use. In addition, the Senior Center should be utilized for adult-recreation activities (i.e., yoga, tai chi, knitting, quilting, self defense, body sculpting) which would include seniors, as no other town facility is available for these programs.

III. IMPLEMENTATION PLAN

The Recreation Commission has adopted the following 5-year Implementation Plan to help assure that the Town's recreation goal is achieved. The plan calls for an additional \$51K in the annual Commission operating budget and \$1.28M in capital spending at the end of five (5) years. Implementation of the Commission's plan will result in a two-fold increase in Lebanon's active recreation facilities, including the addition of 3 ball fields, 3 junior soccer fields, 2 outdoor basketball courts and an operating pavilion, as well as renovation of existing Aspinall ball fields.

In order to prove effective, the plan will need the support of the Boards of Selectmen and Finance, Planning and Zoning Commission, and Town Meeting. The Implementation Plan should be incorporated into the town-wide Capital Plan.

LEBANON RECREATION COMMISSION 5-YEAR IMPLEMENTATION PLAN 2008 – 2013

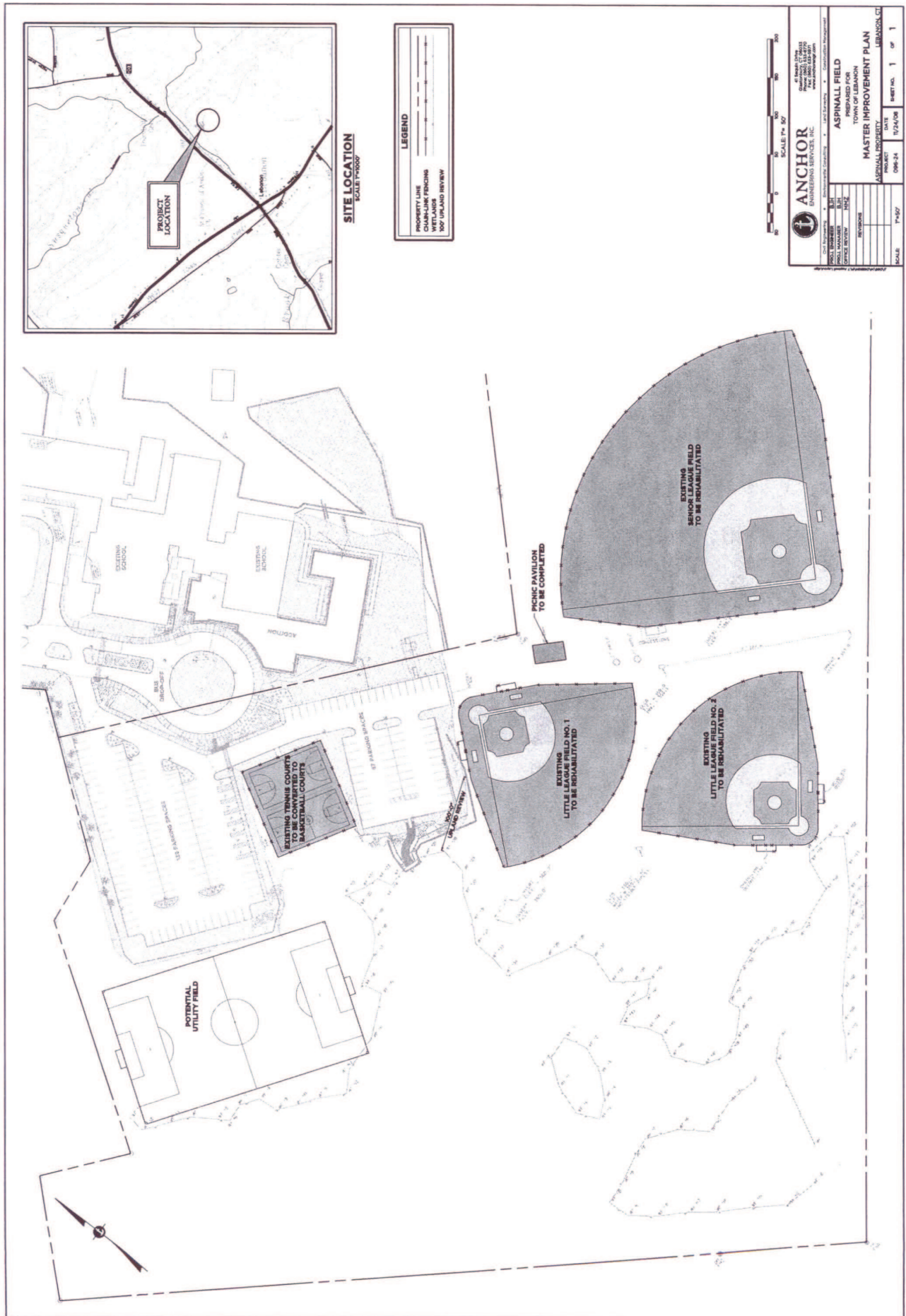
Item	Year	Additional Town Cost	Responsibility
RECREATION COMMISSION FUNDING			
- Increase annual operating budget to \$45K for Aspinall maintenance (\$6K) and lifeguard staff (\$9K)	2009/10	\$ 15K	Finance Bd. and Town Mtg.
- Secure dedicate qualified maintenance personnel for all recreation facilities	2009/10	tbd	Selectmen and Bd. of Ed.
- Increase annual operating budget to \$75K for Tyler Field maintenance (\$6K) and fulltime Rec.Coord.	2010/11	\$ 30K	Finance Bd. and Town Mtg.
- Increase annual operating budget to \$81K for West Town Street maintenance (\$6K)	2011/12	\$ 6K	Finance Bd. and Town Mtg.
TYLER FIELD			
- Apply for \$200K in STEAP funding for construction	2008/09	-0-	Selectmen and Town Mtg.
- Secure Town funding toward construction	2009	\$200K	Finance Bd. and Town Mtg.
- Accept \$40K in goods and services from LCLL	2009	-0-	Lebanon CT Little League
- Construction (drawings, bid, award, construct)	2009/10		Tyler Field Building Com.
- Open Tyler Field and maintain facility	fall 2010	RCOB	Recreation Commission
- Maintain Tyler Field	2010–13	RCOB	Recreation Commission
ASPINALL RECREATION COMPLEX			
- Maintain existing facility, i.e., aerate, roll, overseed	Ongoing	RCOB	Recreation Commission
- Complete pavilion construction/septic system	2009/10	\$ 30K	Recreation Commission
- Renovate ball fields and tennis to basketball courts	2010/11	\$493K	Recreation Commission
WEST TOWN STREET			
- Appoint West Town Street Soccer Field Bldg. Com.	2008/09	-0-	Board of Selectman
- Construct soccer fields	2010/11	\$559K	Recreation Commission
- Utilize Senior Center for recreational programming	2008-13	RCOB	Commission on Aging

RCOB = Recreation Commission Operating Budget; tbd = to be determined

APPENDIX

- A. Aspinall Field
- B. Tyler Field Plan
- C. West Town Street Property
- D. Recreation Commission Ordinance
- E. Recreation Commission By-Laws

APPENDIX A

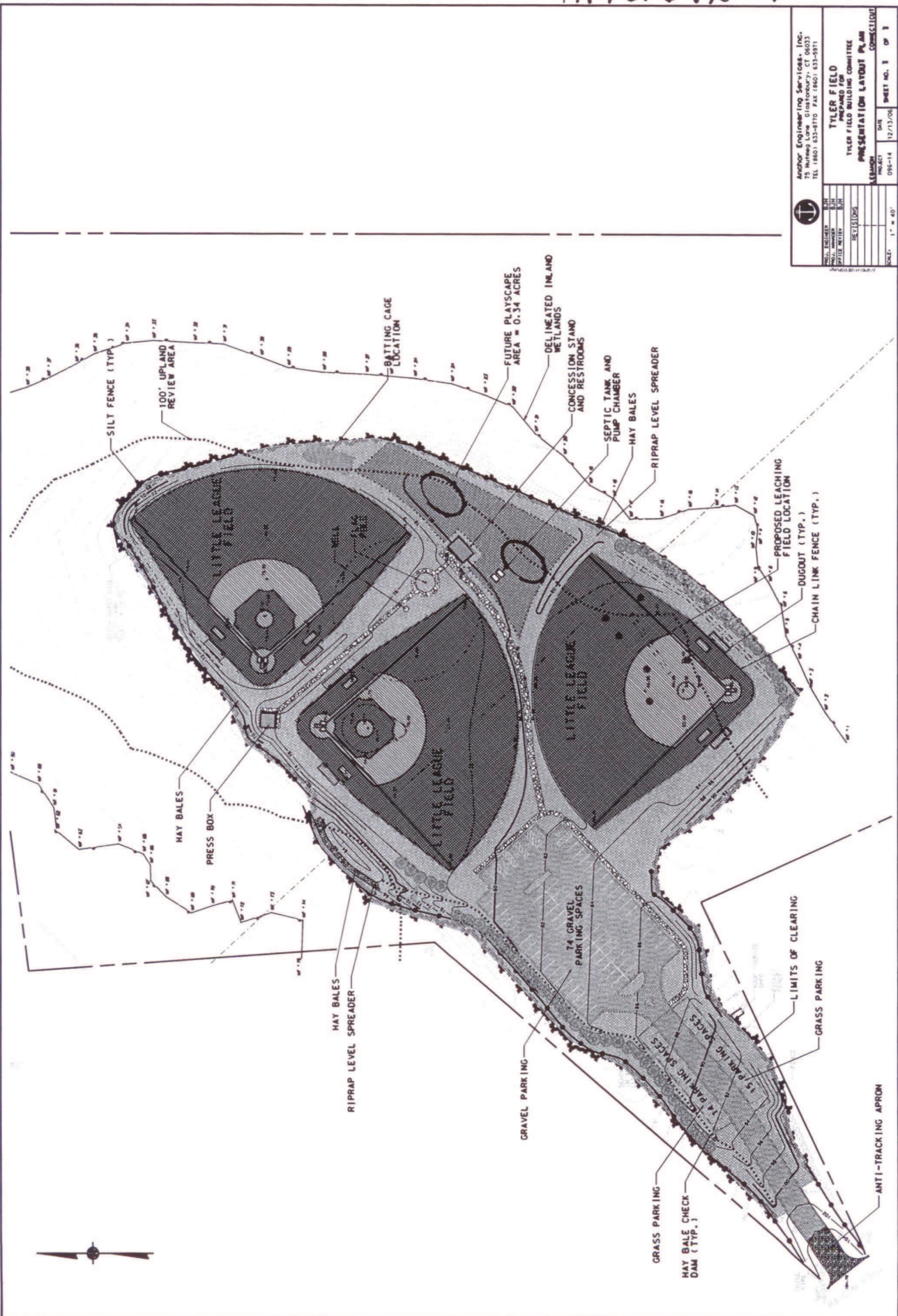


APPENDIX A

TOWN OF LEBANON ASPINALL PROPERTY MASTER RECREATION IMPROVEMENT PLAN PRELIMINARY COST ESTIMATE - 11/24/08

	ITEM	QUANT.	PAY UNIT	UNIT COST	COST
	ENGINEERING				
	ENGINEERING / SURVEYING / PERMITTING	1	L.S.	\$15,000.00	\$15,000.00
	TOTAL ENGINEERING				\$15,000.00
	GENERAL CONSTRUCTION ITEMS				
	MOBILIZATION/DEMobilIZATION/BONDING	1	LS	\$15,000.00	\$15,000.00
	SURVEY STAKEOUT / AS-BUILT	1	LS	\$7,500.00	\$7,500.00
	CLEARING & GRUBBING	1	LS	\$5,000.00	\$5,000.00
	TOTAL GENERAL CONSTRUCTION				\$27,500.00
SENIOR LEAGUE FIELD	SITE PREPARATION				
	REMOVAL AND STORAGE OF FENCING	850	LF	\$4.00	\$3,400.00
	REMOVAL AND DISPOSAL OF FENCING	310	LF	\$8.00	\$2,480.00
	PLACEMENT/REMOVAL OF SILT FENCE	1000	LF	\$5.00	\$5,000.00
	REMOVAL AND STOCKPILE OF TOPSOIL	9800	SY	\$0.75	\$7,350.00
	SITE CONSTRUCTION ITEMS				
	4" CURTAIN DRAIN	1650	LF	\$23.00	\$37,950.00
	8" MAIN COLLECTION PIPE	430	LF	\$30.00	\$12,900.00
	4" THICK GRAVEL (3-1/2" MINUS)	1100	CY	\$18.00	\$19,800.00
	6" THICK CLAY/SAND INFIELD MIX	130	CY	\$40.00	\$5,200.00
	PLACE TOPSOIL AND FINISH GRADE	9800	SY	\$2.00	\$19,600.00
	REPLACE FENCING	850	LF	\$15.00	\$12,750.00
	FURNISH & INSTALL NEW FENCING	310	LF	\$25.00	\$7,750.00
	FURNISH & INSTALL FENCED DUGOUTS	2	EA	\$1,500.00	\$3,000.00
	FURNISH & INSTALL DUGOUT BENCHES	2	EA	\$500.00	\$1,000.00
	HYDROSEED & MULCH	9800	SY	\$5.00	\$49,000.00
	TOTAL SENIOR LEAGUE FIELD IMPROVEMENTS				\$187,180.00
LITTLE LEAGUE FIELD NO. 1	SITE PREPARATION				
	REMOVAL AND DISPOSAL OF FENCING	770	LF	\$8.00	\$6,160.00
	PLACEMENT/REMOVAL OF SILT FENCE	1000	LF	\$5.00	\$5,000.00
	REMOVAL AND STOCKPILE OF TOPSOIL	4500	SY	\$0.75	\$3,375.00
	SITE CONSTRUCTION ITEMS				
	4" THICK GRAVEL (3-1/2" MINUS)	750	CY	\$18.00	\$13,500.00
	6" THICK CLAY/SAND INFIELD MIX	115	CY	\$40.00	\$4,600.00
	PLACE TOPSOIL AND FINISH GRADE	4500	SY	\$2.00	\$9,000.00
	FURNISH & INSTALL NEW FENCING	770	LF	\$25.00	\$19,250.00
	FURNISH & INSTALL FENCED DUGOUTS	2	EA	\$1,500.00	\$3,000.00
	FURNISH & INSTALL DUGOUT BENCHES	2	EA	\$500.00	\$1,000.00
	HYDROSEED & MULCH	4500	SY	\$5.00	\$22,500.00
	TOTAL LITTLE LEAGUE FIELD NO. 1 IMPROVEMENTS				\$87,385.00

APPENDIX B



APPENDIX C



		ANCHOR ENGINEERING SERVICES, INC.		1400 West 17th Street Suite 200 Denver, CO 80202 Phone: (303) 733-4444 Fax: (303) 733-8444 www.anchoreng.com	
PROJECT NO.		PROJECT NAME		DATE	
000-26		WEST TOWN STREET		10/04/00	
SHEET NO.		SHEET TOTAL		SHEET NO. OF TOTAL SHEETS	
3		3		3 OF 3	
<p>WEST TOWN STREET SITE PREPARED FOR TOWN OF LEBANON CONCEPTUAL FIELD LAYOUT 3</p>					

APPENDIX D

AN ORDINANCE CREATING A RECREATION COMMISSION FOR THE TOWN OF LEBANON

Section I.

1. The Town of Lebanon Recreation Ordinance effective November 2, 1961, is repealed and the following is substituted in lieu thereof.

2. There is hereby created in the Town of Lebanon a Recreation Commission consisting of nine (9) persons who shall be appointed by the Board of Selectmen and who shall serve without any compensation. Members first appointed shall be so designated on January 6, 1975 and shall serve as follows:

- (a) Three (3) members for a term of one (1) year
- (b) Three (3) members for a term of two (2) years
- (c) Three (3) members for a term of three (3) years

Thereafter, members shall be appointed annually to serve for a term of three (3) years or until their successors are appointed and qualified. Vacancies in such Commission shall be filled for the unexpired term by the Board of Selectmen.

3. Within one (1) month of January 6, 1975, the First Selectman shall call and convene a meeting of the members of the Commission who shall select a Chairman, Vice-Chairman, Secretary, Treasurer and such other officers as they deem necessary from their membership. If such officers are not chosen within one (1) month after the appointment of the Board, because of a tie vote of the members, the Board of Selectmen of such Town shall choose such officers from the membership of the Board.

4. The Commission shall be responsible for the administration, management, control and development of a public recreation program in the Town of Lebanon and may adopt by-laws, rules and regulations pertaining thereto; may accept contributions for the furtherance of its work; may levy fees or charges for services or for the use of facilities under its control; may work jointly with other towns Boards of Commissions in providing public recreation; and may provide, conduct and supervise public playgrounds, athletic fields, recreation centers and other recreation facilities and activities on any of the properties owned or controlled by the town or on any other property with the consent of the owners or the town authority having jurisdiction thereof.

5. The Commission shall have the power to appoint a superintendent or director and such other personnel as may be required.

[revised: 11/22/04]

Town of Lebanon Recreation Commission

BY-LAWS

The mission of the Lebanon Recreation Commission is to provide a comprehensive array of high quality athletic and recreational programs for residents of the town on a year-round basis, without bias to race, income, age sex, or ability.

The Recreation Commission is charged by the Board of Selectman with the responsibility of developing recreational programs and enhancement of recreational facilities associated with sponsored programs on various Town owned land or buildings and to manage the "Aspinall Property".

Article I Commission Make Up

- Section 1 The Commission shall consist of nine members.
- Section 2 Said members shall be appointed by the Town Selectmen and will be of a term not to exceed three years per appointment.

Article II Commission Officers

- Section 1 The Commission shall, at its annual meeting (the fourth Monday in November), elect by majority vote of a quorum of its membership, a Chairman, a Vice-Chairman, a Secretary and a Treasurer.
- Section 2 The officers will comprise the Executive Committee.
- Section 3 The Term of office will be for two years. Elections in even number years will be for Chairman and Treasurer. Elections in odd number years will for Vice-Chairman and Secretary.
- Section 4 A majority vote of the Commission Members would be necessary to remove a person from office during the terms of office.
- Section 5 The Chairman shall preside at all meetings of the Commission and of the executive committee. In the absence of the chairman the Vice-Chairman shall preside in his/her place.
- Section 6 The Secretary shall keep the minutes of all meetings and see that said minutes are filed with the Clark of the Town of Lebanon within the time constraints of the freedom of information rulings of the State of Connecticut.
- Section 7 The Treasurer shall report to the Commission the budgeted balances as provided by the Town Treasurer, and make recommendations as necessary.

Town of Lebanon Recreation Commission

Article VII. Recreation Director

- Section 1 The Commission shall employ a director whose function will be to carry out the direction of the Recreation-Commission.
- Section 2 The director will report to the Commission at its regular meeting of the status of events and upcoming events.
- Section 3 The director will be an ex-officio member of all committees.

Article VII. Budget Allocation

- Section 1 Allocation of the expenses will be designated by a majority vote of the Commission in the form of a budget, at the July meeting.
- Section 2 Committee chairpeople will be allowed to spend the allocated amount of money designated to the function they chair.
- Section 3 The director may spend money as needed with approval of the Committee Chairperson to run a function not to exceed the amount allocated to that function.

Article IX. By-Law Amendment

- Section 1 The bylaws may be amended by a quorum of the Recreation-Commission at a regular scheduled meeting as long as the agenda of the warned meeting states that it is an agenda issue.